

# Release Form

## What to Include

- **Simple Language.** Keep it really simple – no legalize.
- **One Release for Everything.** Make it easy on yourself: use one release form for photos, video, interviews and artwork.
- **How Photo Could Be Used.** Language should make it clear to the beneficiary that their photo could be used in print, electronically and on a website, which can be seen by anyone from anywhere.
- **Won't Lose Benefits.** Some beneficiaries may say yes to being photographed, even if they don't want to, for fear that if they say no it will affect their benefits. The release form language should make it clear that if the person says no, it will in no way affect their involvement in the program. For example, "I understand that my involvement with \_\_\_\_\_ (NGO) will in no way be affected by my decision to give or refuse permission to have my photo taken."
- **Won't Be Paid.** Language should state that the person will not be paid for their photo, either now or in the future.
- **No Permission Needed.** Language should state future use of the photo does not require the person's permission.
- **Staff Person Signs.** The release form needs to be clearly explained to the beneficiary by a local staff person who can speak the person's language and knows the culture. To make sure this happens, include a sentence at the bottom of the release with a phrase like "I certify that I have read this release form in full to the person whose signature appears above, and that he/she understands its contents..." and provide a line where the staff person signs verifying that statement to be true.
- **Lines to Include.**
  - Name
  - Signature or thumbprint
  - Address or village name and country
  - Date
- **For Children Under 18.** For children under 18, list the names, and parent/guardian signs for them.
- **Children 10 and Older.** In socially-sensitive situations, like HIV/AIDS, children 10 and older must also sign.

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